

# Finding the Right Scanner

So, you're ready to buy a new scanner, congratulations! Whether this is your first scanner or it's time for an upgrade, this process should be handled carefully as it's an investment that can greatly impact productivity, collaboration and ultimately the success of your business. While the goal of each scanner is the same – capturing images from paper – the way the job is executed, the quality of scan and the amount of time and effort you invest varies between models.

Here are five factors to consider when selecting the best scanner for your needs:



## Work Location

Whether you work from a home office or you're surrounded by 100 colleagues in a skyscraper, the home vs. office debate is a lot less about where you'll be using the scanner, and much more about the workload. The question helps decipher what you'll be using your scanner for. For example, a simplistic scanner is a great choice for an employee who works from home and is looking to scan a box of photos and or some light office paperwork. But, it wouldn't be the best fit if the bulk of your work consists of digitally processing documents daily. So, taking your office environment and work content into consideration should be a number one priority.



## Operating System

Another important element to consider before purchasing a scanner is which operating system you'll use the device on and whether the device is compatible. Remember there is a difference between not-compatible and not-supported, since sometimes not-supported systems will work with a device regardless of support.



## Travel

If your office isn't limited to four walls and can be anywhere you are, you'll need a scanner with the same flexibility. When selecting a scanner, consider how much time you spend traveling, and the types of items you tend to scan on the road. Whether it's scanning contracts, forms, receipts, photos, ID cards or even handwritten notes, you want your scanner to do its job wherever you do yours.



## Daily Duty Cycle

Factoring in the amount of daily scanning you do is also an essential element to consider. If your scanning needs are limited, a mobile scanner may be a good option. If your daily scanning needs exceed 1,000 pages, make sure to select a scanner that can handle that capacity.

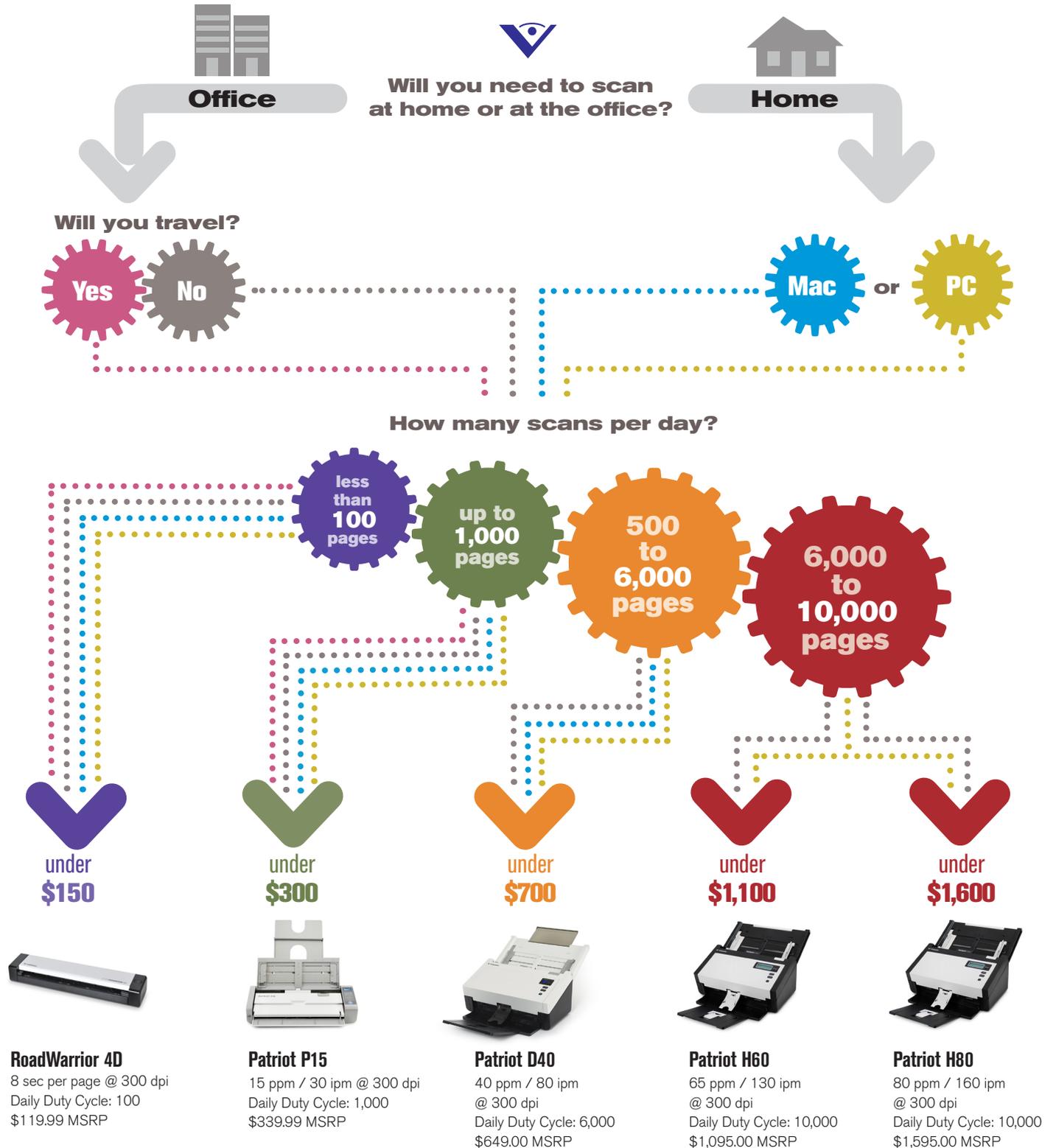


## Price

The last essential element to consider prior to making your purchase is budget. Scanners can range from under \$100 to upwards of \$2,000 depending on capacity, scan quality, and added features and capabilities. Consider carefully what your "must have" features are and we can help make sure you stay within budget.

To make things easier to navigate, on the page 2 we've created a simple flow chart to help decide which scanner is the best fit for your needs. Just answer the questions and follow the corresponding colors below to find your perfect match.

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